



Direct Deposit Reversal Request

Company ID: _____ **Company Name:** _____

Employee ID: _____ **Employee Name:** _____

Original check date: ____/____/____ **Amount: \$** _____.

Customer Service Representative: _____

Alliance Payroll Services, Inc. will process the direct deposit reversal on the above referenced employee as requested. Please be aware that the initial direct deposit (credit) and this reversing entry (debit) are separate ACH entries. Should funds be insufficient in the employee's account at the time the debit is processed by the employee's financial institution, the institution will return this entry and these funds will be uncollected. In the event this item is returned, Alliance Payroll Services will contact you and your company account will be debited for the entry. Furthermore, it will be your company's sole responsibility to collect these funds from the employee.

Alliance Payroll has no control over the handling of ACH items at the various banks across the country. It is for this reason, and reasons stated above, that Alliance Payroll cannot guarantee that this reversal will be accepted by the employee's bank. In addition, Alliance Payroll will not be responsible for additional payments that may be issued to this employee related to this original direct deposit.

Due to the electronic age we live in, we trust that you understand the need for this document. Should you have any questions, please feel free to contact your customer service representative. If not, please fax the signed copy to our office at 281-875-3838.

Signature

____/____/____
Date

Printed Name

For Alliance Payroll Use: CSR Initials: _____ Date Received: ____/____/____
